



Rotary International District 5170 District Governor's Visit Protocol

Once a year, the District Governor will make an official visit to each club in the district between July 2022 and February 2023.

The purpose of the visit:

- To allow the District Governor to communicate directly with all Rotarians.
- To listen to the club Leadership and gain a better understanding of their club.
- To provide helpful and friendly advice to club officers as requested and to answer questions about Rotary International and the District.
- To serve as a catalyst to help strengthen the programs of Rotary.
- To meet the requirements that Rotary International sets for serving in the office of the District Governor.

Process:

Prior to the District Governor's visit the Chief of Staff will confirm the scheduled meeting. The Chief of Staff will review with the District Governor prior to her official visit to each club in that area. Additionally, the Lieutenant Governor and the Assistant Governor for the area will work with the club leadership to confirm the format of the "meeting".

The District Governor is a guest of your club when making an official visit. Most importantly, the President will communicate any special plans you have to the Governor and AG to be sure it fits in with other plans. Contact the Chief of Staff, Lt. Governor and AG well ahead of time to confirm times and places to avoid confusion.

Board Meeting:

The Governor, Chief of Staff, LG and AG will meet with the club officers prior to the club meeting for all visits except those which are morning clubs. The morning clubs will schedule the board meeting immediately after the club meeting.

- The board meeting should include a brief discussion of the club's plans for the year and provide an opportunity for club chairs to share their plans or goals with the DG and solicit questions if needed.



- The board meeting should include a brief discussion of the club's plans regarding membership, drive for donations to The Rotary Foundation, and ideas for Public Image for the year. Also provide an opportunity for club chairs to share their plans or goals with the DG.

Official Visit Procedures:

- If you selected a traditional Governor's visit, the Governor's presentation is the program for the club meeting and it is not appropriate to schedule any other program that day. You should allow the DG a minimum of 20 minutes for the presentation.

The Club President will introduce the AG and Chief of Staff. The AG will introduce the DG. It's suggested the club president follow Rotary tradition by leading Rotary members and guests to stand when the Governor is introduced and at the close of the meeting. If your club has a Past District Governor (PDG), the District Governor respectfully requests that the PDG introduce her.

- Presentations of Paul Harris Fellows, induction of new members, and other honors to your members are especially appropriate during the Governor's visit. The Governor and the LG, AG and Chief of Staff should be notified in advance of such events to prepare appropriately.
- Clubs are requested to discuss any contemplated changes for the official visits or the format with the District Governor and LG so questions may be resolved early.

Gifts:

Personal gifts are discouraged. It is the Governor's wish you use club funds for the DG's local or global projects, or a donation be made to PolioPlus or The Rotary Foundation to honor the Governor's visit. Another wonderful gift would be teaching the DG one dance step, or a line from a poem or your favorite song!